



Virginia M. Barry, Ph.D.

Paul K. Leather
Commissioner of Education
Tel. 603-271-3144

Deputy Commissioner
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Division of Higher Education – Higher Education Commission
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

MINUTES OF THE MEETING OF FEBRUARY 6, 2014

A regular meeting of the Higher Education Commission was held at 3 Barrell Court, Concord, New, Hampshire at 2:00 p.m. on Thursday, February 6, 2014. The following members were present:

Tom Galligan, Chair
Sara Jayne Steen, Vice Chair (via telephone)
Steve Appleby
James Birge
Sr. Paula Marie Buley
John Curran
Michael Diffily
Anne Huot
David Mahoney (via telephone)
Kathleen Mullin
Michele Perkins (via telephone)
Eli Rivera

The following members were unable to attend:

Virginia Barry
Jim Fitzgerald
Ross Gittell
Mark Huddleston
Scott Kalicki
Peter Koch
Todd Leach
Lindsay Whaley

- 1) Chair Galligan called the meeting to order and welcomed everyone. He welcomed Ed MacKay, who was appointed as the new director, effective February 11, 2014. He also extended a thank you to Director Gustafson for his outstanding service to the Commission.
- 2) Sr. Paula Marie moved, seconded by Ms. Mullin, to accept the minutes of December 17, 2013. The motion passed without dissent.

- 3) Director Gustafson presented the conditional approval of the N.H. Code of Administrative Rules, Hedc 300, Office of Career School Licensing. The Joint Legislative Committee on Administrative Rules submitted minor changes. As this requires two Commission votes, an emergency meeting was scheduled for Monday, February 10, 2014 at 9:00 a.m. Mr. Appleby moved, seconded by Mr. Koch, to adopt the conditional approval. The motion passed without dissent.
- 4) Director Gustafson presented a “intent to file” document from the Florence University of the Arts to operate in New Hampshire and offer the Bachelor of Arts in Hospitality Management, Bachelor of Arts in Digital Media and Communication, and the Bachelor of Arts in Cultural Studies. The Commission will receive an Evaluation Plan in April or May and the chair and director will appoint an Evaluation Team to travel to Italy.
- 5) Director Gustafson presented the Retention Policy for Minutes of Commission Meetings. Mr. Appleby moved, seconded by Mr. Curran, to adopt the following policy: “It is the policy of the Higher Education Commission to retain the approved minutes of its meetings in perpetuity. These may be retained electronically with appropriate redundancy or in written form. Audio tapes and associated transcriptions for such meetings shall be retained for one year following the approval of the minutes and then destroyed, unless otherwise directed by the Higher Education Commission. “ The motion passed without dissent.
- 6) Director Gustafson presented proposed meeting dates for 2014-2015 as follows: Thursday, May 15, 2014 @ 2:00 p.m. • Tuesday, October 7, 2014 @ 2:00 p.m. • Tuesday, February 3, 2015 @ 2:00 p.m. • Tuesday, May 12, 2015 @ 2:00 p.m. Chair Galligan requested a change in the May meeting date as he has another obligation on that date. Commissioners were asked to check calendars and to let Ms. Edes know if there were conflicts. A new list will be distributed at the May meeting.
- 7) Director Gustafson presented highlights of the Director’s Report. These included the following:
 - (a) S.B. 221, relative to private postsecondary career schools and relative to the authority of the board of barbering, cosmetology, and esthetics, is going through the Senate with no foreseeable problems.
 - (b) Dr. Ed MacKay’s endorsement as new director of the Division of Higher Education – Higher Education Commission and swearing in is on Tuesday, February 11, 2014.
 - (c) Ms. Amy Slattery left her position in the Division of Higher Education for a position in the Department of Revenue Administration. She was helpful with a smooth transition process initiated to post the position. The Division has enough College Access Challenge Grant (CACG) funding remaining to carry the position at least through the summer of 2015.
 - (d) The NH College & University Council’s recommendation to the Governor & Council is that Stephen Jones, President of Antioch University New England, be one of six representatives of the private 4-year colleges. This fills the vacancy held by Roger Williams, former President of the New Hampshire Institute of Art.
 - (e) A Memorandum of Agreement between the Division of Higher Education and the Department of the Treasury for services provided for the UNIQUE Program was completed and signed. The Division of Higher Education invoiced Treasury for the annual transfer of \$36,000 in consideration for data collection, analysis and research services provided.

- (f) The status of the State Authorization Reciprocity Agreement (SARA) has not changed, with no additional activity since the meeting with the New England Board of Higher Education (NEBHE) in December. The states of Connecticut and Massachusetts sent a joint letter to the NEBHE to express their concern that if the SARA Agreement, as currently written, is adopted, it would mean that they (CT & MA) would have to accept the online programs from institutions in a number of states that are not regionally accredited. They are asking NEBHE to carry this concern to the SARA National Council. Michael Thomas will brief Ed MacKay on SARA via a conference call on February 7, 2014.
- (g) The Student Tuition Guaranty Fund returned \$402,575.07 to the contributing career schools with a very small balance returned to the state because entities have closed.
- 8) Chair Galligan asked for volunteers to serve on the Nominating Committee. Mr. Birge, Mr. Diffily and Mr. Mahoney volunteered. The committee will be presenting its report at the next meeting.
- 9) Chair Galligan lead commissioners in a round of applause for Director Gustafson's incredible service and welcomed all to join in refreshments.

The meeting adjourned at 3:30 p.m.